

CHAPTER 3

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## CHAPTER 3

## INCIDENT REPORTS

0301. DEFINITIONS

- a. Criminal complaint - a notification from any source which reports or alleges that a violation of law or regulation has occurred.
- b. Significant incident - any matter which involves police services and requires more than a simple notification. Examples of significant incidents are: fatal or personal injury accidents, other serious injuries, deaths, medical emergencies which required a police response, etc.
- c. National Incident-Based Reporting System (NIBRS) - a computerized system of capturing law enforcement statistics through law enforcement department's input. System is maintained and regulated by the Department of Justice (DOJ).
- d. Defense Incident-Based Reporting System (DIBRS) - a computerized system of law enforcement data collection which, in addition to complying with NIBRS, collects additional data pertaining to Department of Defense related statistics, e.g., offenses occurring on or off installation, military related offenses, victim and witness information, etc. System is maintained and regulated by the Department of Defense (DOD).
- e. Hate Crime - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, or sexual orientation group. Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a hate crime because the offender was motivated, in whole or in part, by bias against the group.

0302. REPORTING REQUIREMENTS

- a. Criminal complaints/activities and significant incidents will be reported by OPNAV 5580/1, the Incident Report (IR). This form, whether hard copy or electronically produced, is the only format acceptable for DIBRS crime and incident reporting.
- b. Security officers will direct the preparation of an IR for every criminal complaint or significant incident which is brought to the attention of the security department. Complaints against members of the security department, on or off duty, will also be documented on an IR.
- c. Non-significant incidents, e.g., unsecured doors and windows with no unlawful entry, alarms with no malicious involvement, routine money or personnel escorts, ambulance/fire department runs when no police assistance is required, and stray animal calls, **will not** be reported via DIBRS. These incidents may be recorded on a locally prepared form or the desk

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journal or communications log and retained locally.

d. Matters in the following categories will be reported on the documents indicated, and will not be reported by IR:

(1) Non-significant incidents: DoN Desk Journal (OPNAV 5580/19)

(2) Contact with individuals under suspicious circumstances, but with no immediate indication of criminal activity: Field Interview Card (OPNAV 5580/21)

(3) Impounding abandoned motor vehicles, or voluntary storage of motor vehicles: Vehicle Report (OPNAV 5580/12)

e. An Incident Number will be assigned to each IR prepared by the security department. These numbers will be structured in the following manner:

(1) The first two digits will represent the year, i.e., 00 = 2000, 01 = 2001, etc.

(2) The next five digits represent the Unit Identification Code (UIC) of the reporting security department.

(3) The last five digits represent the sequential number assigned by the security department case control log. In some instances the sequential number may be generated by the on-board computer. For example, an incident number of 000021500013 would represent the 13th reportable incident (00013) recorded by NAS Dallas (UIC-00215) in the year 2000 (00).

### 0303. DISSEMINATION.

a. The original IR and exhibit(s), if any, that report on investigations under jurisdiction of NCIS shall be forwarded to the NCIS office to which the incident was referred and assumed. If NCIS does not assume jurisdiction, the investigation will be completed by the security department and all original documentation forwarded to NCIS Headquarters upon completion.

b. Continue to send the original paper report of the IR to NCISHQ, until the responsible security departments is capable of electronic transmission of reports. Regardless of the capability of the security department to electronically transmit IRs, all IRs reporting violations referenced in section 0305 shall be mailed to NCISHQ if exhibit(s) is/are included.

c. Copies may be provided to other commands, Staff Judge Advocates, family advocacy personnel, installation housing officers, etc., as appropriate. They may also be disseminated outside the Department of the Navy providing that security officers comply with the provisions of SECNAVINST 5211.5D.

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0304. IR RETENTION

a. Copies of IRs will be retained by the initiating security department for a period of 2 years from the date of the incident. Retention of IRs beyond 2 years may be authorized by the security officer or the regional security officer on a case-by-case basis. Any retention of an IR beyond the 2-year limitation must contain a written explanation for the retention, signed by the security officer. IRs stored or archived electronically may be retained for 5 years if the security department has sufficient capacity.

b. The NCIS serves as the centralized repository for law enforcement reports within the DON and as such they maintain reports for periods up to 50 years. Incidents that have been adjudicated or otherwise investigated to the fullest with no apprehension or identification of subjects require that original reports and exhibits be forward to NCISHQ for storage. A report is not to be forwarded until the incident is closed. Reports forwarded to NCISHQ must be complete and contain ll exhibits.

c. Disposition guidance for IRs is contained in SECNAVINST 5212.5D, SSIC 5580, paragraph 1.

0305. CASE CATEGORIES TO BE FORWARDED TO NCISHQ (CODE 23C). IRs that report violations that fall within the case categories specified in Appendix D, will be forwarded, to NCISHQ.

a. Hard copy reports will include exhibits and disposition of the case. Do not attach command cover sheets. Reports must be legible to ensure clarity during optical imaging.

IRs will be mailed to:

NAVAL CRIMINAL INVESTIGATIVE SERVICE HEADQUARTERS  
(CODE 23C)  
716 SICARD STREET SE, SUITE 2000  
WASHINGTON NAVY YARD DC 20388-5380.

0306. HATE/BIAS CRIME REPORTING. Police officers conducting an investigation which indicates that the offense was committed as a result of hate or bias must report same in the appropriate area of the IR. All hate crimes will be referred to and assumed by NCIS.

0307. VICTIM AND WITNESS ASSISTANCE PROGRAM. The Navy's Victim/Witness Assistance Program requires police officers and investigators to advise crime victims of their rights. These rights are enumerated in references (m) and (n).

a. Ensure that a Form DD 2701, Initial Information for Victims and Witnesses of Crime, is issued appropriately.

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b. Victims/witnesses referred to base investigations or NCIS should have the current telephone number, recommended point of contact and other relevant information completed, in the spaces provided on the form.

c. Indicate on the IR that a DD 2701 was given to the victim or witness. Also indicate total number of DD 2701s issued in the reported incident when there are multiple victims or witnesses.

d. Police officers and investigators should follow local instructions as regards who might be eligible for victim/witness compensation. Not all victims and witnesses will be eligible since state boards set limits on the type of crime, extent of loss and other rules regarding compensation.